

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 11

May 21, 2001

**SUBJECT: REINTEGRATING DEPARTMENT EMPLOYEES INTO THE WORKPLACE  
AFTER AN EXTENDED ABSENCE**

**PURPOSE:** The process of reintegrating Department employees into the workplace after an extended absence is vital to Department operations. It is our goal to ensure those Department employees returning from an extended absence, such as a suspension or medical leave, receive support from their commanding officer and supervisors. That support includes obtaining the appropriate level of remedial training for returning employees and developing a plan for their reintegration into the workplace. This Order establishes a formal procedure and guidelines for reintegrating employees into the workplace after an extended absence.

**PROCEDURE:** When an employee returns to duty after an extended absence of 60 calendar days or greater, the employee's commanding officer shall meet with the employee and conduct a reintegration interview. From that interview, a reorientation program shall be developed for the individual employee, which takes into consideration the unique circumstances of the particular employee. For example, an officer returning from maternity leave may have been exempt from firearms qualification for approximately one year. In such cases, the officer's reintegration program should include firearms training/qualification prior to being assigned to the field.

**I. EMPLOYEE'S RESPONSIBILITY.** When an employee who has been on an extended absence of 60 calendar days or longer plans to return to work, he/she shall:

- \* Request to meet with his/her commanding officer immediately upon returning to work;
- \* Assist his/her commanding officer in identifying his/her individual needs; and,
- \* Accomplish all reintegration tasks as directed by his/her commanding officer.

**Note:** This is in addition to any other duty, such as reporting to his/her commanding officer prior to the start of work to retrieve his/her identification card, badge, or other Department property (3/860.30).

II. COMMANDING OFFICER'S RESPONSIBILITY. The commanding officer of any employee returning to work after an absence of 60 days or longer shall initiate a comprehensive reintegration program for the employee. At a minimum, the program shall include the following components:

- \* Reintegration interview;
- \* Determine if the employee has received any restrictions during the absence that would impact his/her duty status;
- \* Ensure that the employee is in compliance with mandated training, e.g., Peace Officer Standards and Training (POST) for sworn employees;
- \* Ensure that a sworn employee is in compliance with Department shooting qualification, as prescribed in Manual Section 3/258.08;

**Note:** A sworn employee who is absent more than 90 calendar days shall complete firearms qualification prior to assuming duties in the field.

- \* Determine if the employee requires remediation in critical areas (tactics, computer systems, report writing, etc.) to assist with a smooth reintegration into the workplace and ensure that remedial training provided is entered into the employee's Training Evaluation and Management System record;
- \* Ensure that the employee meets with the Area/Divisional Training Coordinator, who shall provide the employee with Department publications issued during the employee's absence;
- \* As appropriate, ensure that the employee is made aware of, and given access to, employee assistance organizations both within and outside the Department;

**Note:** The Employee Assistance Unit can provide information on Department resources and/or referrals.

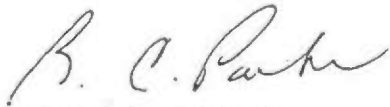
- \* Document the employee's reintegration program on an Intradepartmental Correspondence, Form 15.2, allowing the employee to review and respond within 30 days;
- \* Obtain a signature from the employee acknowledging receipt of the reintegration program and that the employee had the opportunity to review and respond to the Form 15.2; and,

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- \* Ensure the Form 15.2 is maintained in the employee's divisional file.

AMENDMENTS: This Order adds Section 3/730.15 to the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Personnel Group, shall monitor compliance with this Order in accordance with Department Manual Section 0/080.30.



BERNARD C. PARKS  
Chief of Police

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